

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION New York, New York		2. POSITION NUMBER N002812	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position Environmental Protection Specialist Series, GS-0028 TS-133 March 1995					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Protection Specialist	GS	0028	11	001
4. Supervisor's Recommendation	Environmental Protection Specialist	GS	0028	11	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Angela Patnode			
7. ORGANIZATION (Give complete organizational breakdown)		c. Drinking Water and Ground Water Protection Section			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 2		g.			
c. Clean Water Division		h. Employing Office Location New York, New York			
d. Drinking Water and Municipal Infrastructure Branch		i. Organization Code RDBA0000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Christine Ash, Chief DWGWPS		d. Typed Name and Title of Second-Level Supervisor Douglas Pabst, Chief DWMIB			
b. Signature 	c. Date 3/1/2018	e. Signature 		f. Date 3/1/18	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input type="checkbox"/> This position has no promotion potential <input checked="" type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: <u>12</u>					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent		e. FLSA Determination <input checked="" type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive see remarks	
f. Functional Classification Code N/A					
g. Bargaining Unit Code 1043	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (<u>0.00</u> % of time) <input type="checkbox"/> This position is subject to random drug testing (<u> </u>)		i. Classifier's Signature 		j. Date 3/23/18
11. REMARKS FLSA Non-Exempt at GS-11 and GS-12					

ENVIRONMENTAL PROTECTION SPECIALIST
DRINKING WATER AND GROUNDWATER PROTECTION SECTION
GS-0028-12

INTRODUCTION

As the Drinking Water Security and Small Systems Specialist you will:

1. Assist in the oversight of the implementation of the Safe Drinking Water Act (SDWA) and Public Water Supply Supervision (PWSS) Program for small drinking water systems (serving less than 10,000 people) New York, New Jersey, Puerto Rico, and the U.S. Virgin Islands.
2. Evaluate statistical drinking water and ground water data to determine compliance with applicable SDWA rules, regulations, and policies to protect public health and the environment.
3. Travel and conduct onsite inspections and file reviews of the Region 2 PWSS Programs to determine compliance with applicable SDWA rules, regulations, and policies to protect public health and the environment.
4. Represent the Agency with other Federal, state and local agencies; key representatives in private industry or public municipalities; engineering and environmental consultants; and officials in National, state and local environmental and public action groups.
5. Assist in the implementation of the Region 2 Drinking Water Security Program for New York, New Jersey, Puerto Rico, and the U.S. Virgin Islands.

This Position Description specifies the duties of the Regional Environmental Protection Specialist for the Drinking Water and Groundwater Protection Section. The incumbent advises managers, supervisors and others on specific analytical questions related to the region's drinking water program. He/She maintains program responsibility, including planning and scheduling work to meet broad goals and objectives established by higher authorities, integrating the program with other organizations, and performing other related program management duties. The incumbent supports the highly visible PWSS program by satisfying commitments expeditiously with a high level of competence based upon an advanced level of experience and expertise. He/She exercises a high degree of independent judgment and responsibility and represents the agency at various meetings, hearings and workshops.

The incumbent serves as an environmental protection specialist on the region's response to issues such as acceptable risks and enforcement, and problems such as drinking water emergencies and adequate program grants for the states that are related to the implementation of the PWSS Program as mandated by the SDWA. In this capacity, the incumbent serves as a consultant to EPA, federal and non-federal government organizations, tribal nations, environmental groups, private industries and the general public by providing specific recommendations in the development of strategies, policies, regulations and guidance for the PWS program. The incumbent formulates the plan and procedures required to implement

specific objectives and goals of the PWSS program and integrates the program with other related activities within OW and the agency, including other PWSS programs in other regions.

MAJOR DUTIES AND RESPONSIBILITIES

DUTY 1:

35%

EPA partners closely with other state and federal agencies and organizations and provides water utilities with tools and methods to identify, prioritize and respond to threats to the nation's drinking water and wastewater systems. The Bioterrorism Act of 2002 requires that drinking water utilities serving more than 3,300 people conduct vulnerability assessments and develop emergency response plans. EPA and its partners help utilities meet these requirements by developing tools and methodologies. The incumbent will:

- Work with drinking water systems to improve resilience to extreme weather events.
- Coordinate and participate in disaster response and serve as a resource for partners during the development and implementation of vulnerability assessments and develop emergency response plans.
- Implement technical trainings and functional exercises to mitigate such threats; create and distribute educational resources to lower systems' vulnerability to natural and man-made emergencies.
- Develop tools and methodologies that:
 - identify and prioritize threats to drinking water and wastewater infrastructure
 - evaluate vulnerabilities and estimate consequences
 - create modeling tools for vulnerability and consequence assessment and improved risk management
 - plan for countermeasures to reduce the risk of intentional contamination

DUTY 2:

40%

The incumbent will apply a wide range of established approaches and methods and knowledge of applicable regulations to evaluate implementation plans for compliance with requirements of the PWSS Program and SDWA. In addition, the incumbent will:

- Review and analyze data submitted in conjunction with SDWA rules and regulations for small drinking water systems (serving less than 10,000 people). Coordinate with other Division personnel for their review and comment. Respond to comments and prepare various technical reports, program reports, and summaries in order to brief Section, Branch, or Division staff on pertinent programmatic matters, and relay questions, unusual situations, potentially controversial matters, or far-reaching implications related to state/local/tribal agency program plans and revisions.
- Analyze SDWA compliance for small drinking water systems and recommend methods and procedures to improve the effectiveness of the program, utilize a high degree of analytical ability and a comprehensive knowledge of SDWA and related legislation to present improvements.

- Provide evaluation of state PWSS programs and assistance through evaluation of statistical data and narrative information and recommend actions to correct deficiencies or increase effectiveness of state programs.
- Coordinate regional “Monitoring and Surveillance” program, interpret data and distributes results. Integrate program activities with other EPA, state and other federal agency programs including research and data management. Organize conferences and workshops and serve as a liaison with other federal state agencies. Prepare briefings and testimony as required. Prepare responses to correspondence from elected officials, environmental groups, other agencies, industry and the general public.

DUTY 3:

25%

Communicate and collaborate with state, local, and tribal environmental and/or health agencies on measures and strategies to meet the requirements of the SDWA. Coordinate with other Federal agencies involved in SDWA implementation as appropriate. Receive and respond to requests for technical information and assistance regarding the PWS program. Inquiries or informational requests may be from elected officials, headquarters, or the general public and maybe of a complex, difficult or sensitive nature. Develop presentations, briefing materials, documents, and visual aids; and represent the Region and Agency by presenting to state and local hearing boards, legislative committees and other appropriate forums. Promote acceptance of EPA policy and procedures and to implement programs related to the designations, attainment, and maintenance of the regulations under SDWA. Make presentations to public groups, as necessary, explaining SDWA’s role in public health.

Performs other duties as assigned.

FACTOR LEVEL DESCRIPTIONS:

Factor 1 - Knowledge Required by the Position Level 1-7 (1250 Points)

Management, administrative, coordinative knowledge and skill sufficient to provide advisory, reviewing, evaluating, educating and/or training, negotiating, or problem-solving services (as a “troubleshooter,” specialist, or coordinator) on specific problems, projects, programs, or functions, sufficient to collaborate with external stakeholders to provide advice and achieve consensus; and recommend plans of action to improve Region II’s safe drinking water program.

The incumbent must have initiative, originality and analytical judgment to determine the uses of the public water supply systems, the stresses and threats to those uses and the development and evaluation of alternative strategies to address those threats.

The incumbent must have knowledge of all legislation dealing with the control and abatement of contamination in the Public Water Supply environment, including the SDWA, Clean Water Act and the National Environmental Policy Act. Knowledge of EPA and other Federal regulations, guidance and policies, and how their application will impact development of our surface and groundwater supplies is necessary.

The incumbent must be able to communicate effectively with key personnel in OW, senior Regional officials, Federal agency Program Managers, technical experts and high ranking State officials. The ability to foster strong intergovernmental, interagency and interdisciplinary coordination, cooperation and collaboration is also essential. The incumbent must possess the ability to speak as a recognized authority on regional and national program policy when negotiating or attempting to resolve controversial problems with State and/or Federal agency officials and technical experts.

The incumbent must have skill in using data gathering and analysis techniques to collect and review technical information on environmental activities sufficient to evaluate progress made by the states/tribes/public water systems toward meeting SDWA standards.

Factor 2 - Supervisory Controls Level 2-4 (450 Points)

Supervisor sets the overall objectives and resources available. The incumbent and supervisor consult on the development of deadlines, projects, and work to be done. Incumbent is responsible for planning and carrying out assignments, resolving most conflicts, coordinating with other scientists, engineers or subject matter specialists, interpreting policy and regulatory requirements, and carrying assignments through to completion. The incumbent keeps the supervisor informed of progress and potentially controversial matters or far-reaching implications. The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements. The supervisor usually does not review methods used.

Factor 3 - Guidelines (Level 3-4 450 Points)

Guidelines include the SDWA and Agency and Regional policies, regulations, technical and procedural manuals, precedents, and practices. Many problems are guided by past precedents or standard practices. However, guidelines are not always completely applicable and the relationship of past practices to current problems is not always obvious. The employee considers precedents and uses judgment in choosing, interpreting, and adapting guidelines and precedents to specific cases or problems in accordance with established policies and accepted practice; researching regulations and determining the relationship between the guidelines and state and Federal needs and requirements; and in recommending changes to procedures to improve the reliability of data, enhance services, correct deficiencies, etc.

Factor 4 - Complexity (Level 4-4 225 Points)

Work consists of interpreting Federal regulations and providing policy and procedural assistance to state/local/tribal agencies on the development and revision of mandatory, federally approved and enforceable plans to implement drinking water quality standards pursuant to SDWA statutory requirements. Assignments involve complex features requiring the use of a range of techniques, processes, equipment, and systems pertinent to stationary and/or mobile sources and a variety of regulated pollutants. The work requires training and experience in the SDWA rules and regulations in order to relate new work situations to precedent situations, contend with new

methods and equipment, contend with the absence of criteria, apply independent judgment to a range of complex technical and programmatic issues, extend or modify standard approaches or devise new solutions to problems for which guidelines are not substantially applicable, and to integrate complex technical, programmatic or regulatory features.

Factor 5 - Scope and Effect Level 5-3 (150 Points)

Recognition of the importance of surface and groundwater supplies and the need to protect these critical resources while permitting the multi-faceted uses of these supplies is a primary goal of the Agency and is supported by recent and past legislative history. Analytical and consultative recommendations provided by the incumbent assist in development of Regional guidelines and can be used as a basis of action by others. The purpose of the position is to provide advice and consultation on SDWA compliance in Region 2 in accordance with established criteria. Incumbent serves as a coordinator for water security/small water systems of the Agency with the state/local program/tribes in the region.

Factors 6/7 - Personal Contacts/Purpose of Contacts Level 3C (180 Points)

Personal contacts are with a broad range of environmental, engineering and other fields at headquarters and in the Region: officials and managers of a broad range of Federal, State and local agencies; representatives of environmental groups, universities, industry, the public, subject-matter specialists, representatives of Congressional committees, consultants and fellow members of professional societies. Coordinates and serves as the Regional representative on appropriate National Public Water Supply Committees.

Contacts are made to resolve SDWA compliance issues; explain and justify the Region's position on technical and policy issues; interpret environmental regulations and policy to advise stakeholders on planning, strategies and requirements; provide assistance and guidance to state/local/tribal agencies to comply with the SDWA; discuss statutory, regulatory, and policy problems; collaborate with external stakeholders to provide advice and achieve consensus; resolve issues where there may be conflicts in technical and programmatic areas; and represent the Region in discussions on SDWA issues.

Factor 8 - Physical Demands Level 8-1 (5 Points)

The work is primarily sedentary.

Factor 9 - Work Environment Level 9-1 (5 Points)

Work is usually performed in an office setting.

TOTAL POINTS: 2715

GS-11 Point Range: 2355-2750

STATEMENT OF DIFFERENCE GS-11

(2 grade interval series)

This is a statement of difference to the full performance position identified on the cover sheet.

The incumbent of this position will function at the GS-11 level until all legal, regulatory and administrative requirements which permit promotion to the next higher level duties are met. Promotion to a higher level is neither mandatory nor automatic upon completion of these requirements. Management retains the right to determine when the incumbent is qualified for the next higher grade. All duties and responsibilities in the next higher level position are assigned to the incumbent of this position with the following amendments:

The incumbent will work under the direction of the supervisor who broadly outlines the purpose of the work and possible complex problems involved. Incumbent is responsible for independently developing approaches and solutions to problems encountered. The supervisor is available in situations involving controversial or policy questions. Work is usually carried to completion independently, technical correctness of, calculations, analysis, and techniques are normally accepted. Applies judgment in adapting standard guidelines and in applying analysis practices to new situations and problem areas.

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IN THIS SECTION

Investigate

Position Designation Record

Agency	Environmental Protection Agency
Position Title	Environmental Protection Specialist
Series and Grade/Pay Band	GS-002811
Position Description Number	N002812
Designator's Name & Title	John Ellsworth

Potential for Compromise or Damage

Duties	Degree of Potential for Compromise or Damage
Public safety and health services, regulation, enforcement, and protection (Food safety and inspection, occupational health and safety, transportation safety, environmental safety and hazard mitigation)	<p>Position is actively, operationally engaged in services related to the duties in this category (but has only moderate ability to impact the public's trust), such as:</p> <ul style="list-style-type: none">• Performing inspections• Enforcing established standards• Providing regulatory advice and direction


Adjustment for Program Designation and Level of Supervision

Adjustments	Label
Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)	Agency impact
Adjustment for level of supervision or other controls	Limited or no supervision - ability to act independently in almost all areas almost all of the time

Total Points Designation

Label	Points	Investigation	Form Required
Total Initial Position Designation Points from Step 2	15	T2 and T2S	SF 85P
Adjusted Position Designation Points from Step 3	25		

Sensitivity	Risk Level
Non-Sensitive	Moderate Risk

Signature:  _____

Date: 3/23/2018

Name: John Ellsworth